

---

*Harford County  
Office on Aging*

**AREA PLAN-UPDATE**  
*Fiscal Year 2006*

*Carol A. Lienhard  
Administrator*

August 2005

---

**MARYLAND DEPARTMENT OF AGING**

**Jean W. Roesser**  
*Secretary*

**Carol R. Baker, PhD.**  
*Deputy Secretary*

*Administration Form A*

**APPLICATION  
AREA PLAN UPDATE FY 2006**

Name of AAA Harford County Office on Aging      2. AAA Grant #3-24-011

Address:      145 North Hickory Avenue  
                 Bel Air, MD 21014

Telephone #    410-638-3025                      Fax #                      410-893-2371

Website        www.co.ha.md.us/services/aging

Name of AAA Director Carol A. Lienhard                      4. Planning and Service Area #08  
Title of AAA Director    Administrator  
E-mail for AAA Director    calienhard@harfordcountymd.gov

County (ies) within PSA Harford County                      \_\_\_\_\_

The Period Covered by this Area Plan is from 10/1/05 to 9/30/06;

I certify that I am authorized to submit this Area Plan on behalf of the designated Area Agency on Aging. I understand that:

C        All funds are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies, and procedures of the U. S. Administration on Aging and the state of Maryland;

C        Any proposed changes in this Area Plan shall be submitted in writing by me and upon approval by the State, such changes shall become part of the Area Plan.

C        Funds must be administered in compliance with the Older Americans Act of 1965, as amended; Title VI of the Civil Rights Act of 1964; and Title V of the Rehabilitation Act of 1973, Section 504, which forbid discrimination because of race, color sex, religion, national origin, age or physical handicap in providing individuals with services or other benefits;

C        Funds awarded by the State agency may be terminated at any time for violation of any terms and requirements of this agreement, pursuant to the terms of the Notification of Grant Award; and

C        The Maryland Department of Aging reserves the right to delete or add additional requirements to the Area Plan and Update format as U. S. Administration on Aging and State requirements change; and

APPLICATION

AREA PLAN UPDATE - FY 2006

Page 2

AAA: Harford County

C My signature on this Area Plan indicates that the Area Agency on Aging, which I represent, meets the assurances of the Older Americans Act, other federal and State laws and regulations and Maryland Department of Aging policy.

\_\_\_\_\_  
Signature of AAA Director

\_\_\_\_\_  
Date

County Executive, Mayor, or President of the Board of County Commissioners  
(Required if the AAA is part of county or city government.)

David R. Craig  
Print Name

Harford County Executive  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Chairman, Advisory Council, or Designee  
(If applicable)

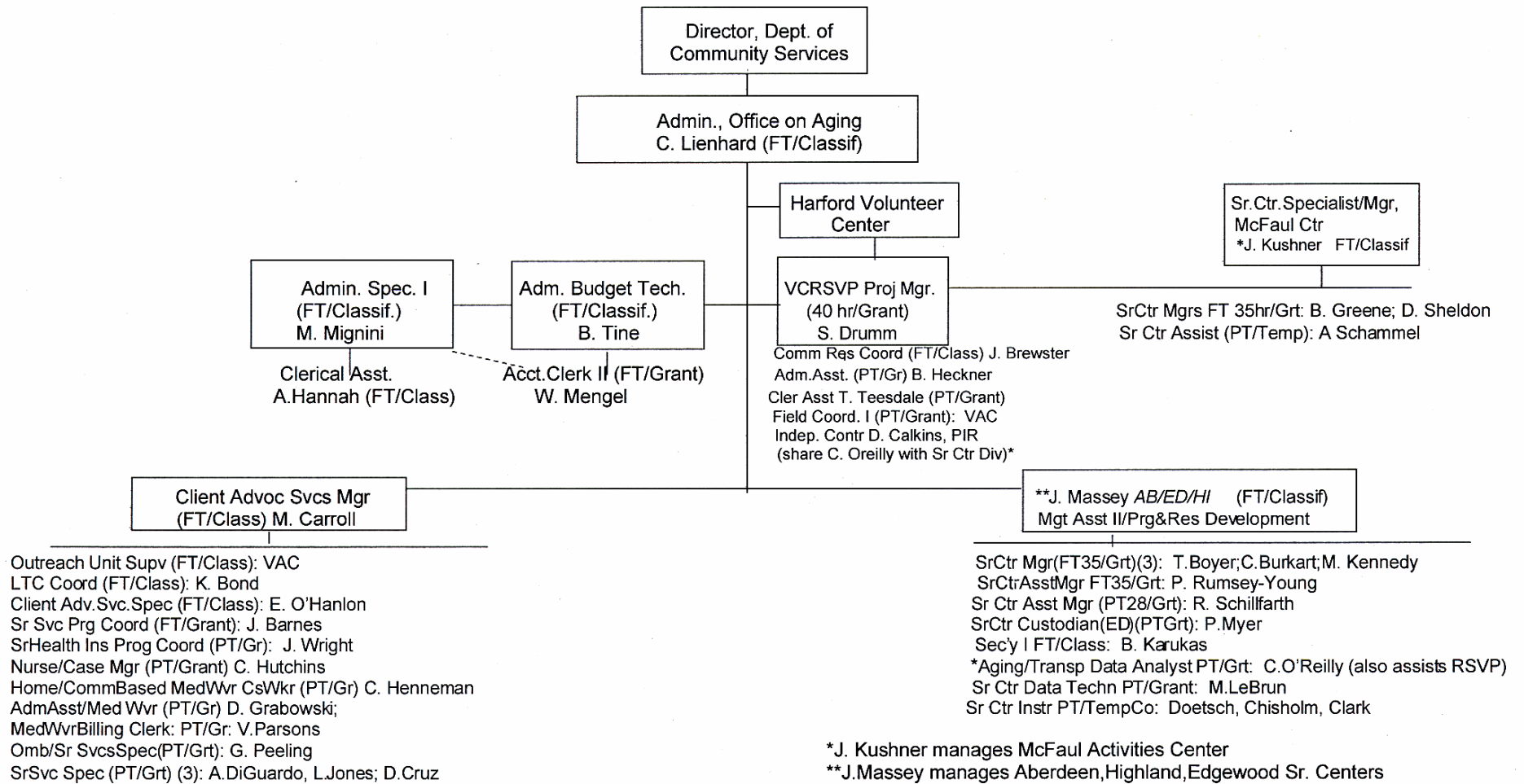
Joyce Jordan  
Print Name

Chairperson, Harford County Advisory Board on Aging  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ORGANIZATIONAL CHART: HARFORD COUNTY OFFICE ON AGING**  
**August 9, 2005**



ORGANIZATION CHART CHANGES  
HARFORD COUNTY OFFICE ON AGING

The proposed organizational chart for the Harford County Office on Aging for FY 06 reflects the following changes:

A. Administrative

Planner-T. Potts(FT/Classified)

Former Planner position (full-time classified) was moved to Community Services for other responsibilities outside Office on Aging. Restructured job responsibilities of planner as additional responsibilities of Management Assistant II /Programming and Resource Development.

B. Transportation Division

1. Transportation Division including Supervisor of Transportation Services-R. Allen, (full time/classified); Assistant Supervisor of Transportation (full time/classified) D. Hall; Administrative Assistant (full time/classified) A. Kading; (grant) J. Badders; Bus Driver-(full time/classified) (2) R. Carter (lead), L. Baer; Bus Driver (35+ hr full time/grant) (23); Bus Driver (part time/grant) J. Raley; Dispatcher: 2 (full time/classified) P. Miller, C. Turner; 1 (full time/ grant) Clerk Dispatcher, D. Miller; Clerical Assistant (35 hr/grant); J. Hruz; Relief Driver (part time/temp) (13); Computer Data/Transportation Analyst (part time/ grant) A. Raley.

The Transportation Division was removed from Office on Aging to become a division of the Department of Community Services, no longer within the Office on Aging.

2. Transit/Project Manager (part time/grant)- J. MacGill  
Position was moved to Transportation Division of the Department of Community Services, no longer within the Office on Aging.

C. Outreach Division

1. Outreach Unit Supervisor (full time/classified)-Vacant  
The former Outreach Services Development/Ombudsman (full time/classified)-J. Taylor was restructured to become Outreach Unit Supervisor position (full time/classified).
2. Nurse/Case Manager (part time/grant)  
The former Medicaid Waiver Nurse/Case Manager (35hr/Full-time/Grant)- L. Osborne position was re-structured to become Nurse/Case Manager (PT/Grant)-C. Hutchins
3. Medicaid Waiver Billing Clerk (part time/grant)  
Added position under Nurse/Case Manager for responsibilities that were formerly contracted to the state.

D. Senior Center Division

1. Management Assistant II/Programming & Resource Development (full time/classified) J. Massey  
Restructured supervision of Edgewood Senior Center staff (from Senior Center Specialist/Manager-J. Kushner- to Management Assistant II/Programming & Resource Development-J. Massey; and added supervisory responsibilities of former Senior Health, Nutrition, Programming Specialist)

2. Senior Center Data Technician (part time/grant)-M. LeBrun  
Restructured former Senior Center Assistant (part time/grant) to become Senior Center Data Technician (part time/grant), adding clerical responsibilities of former Senior Health, Nutrition, Programming Specialist)
  3. Senior Center Assistant (part time/temp)-A. Schammel  
Moved Senior Center Assistant position (part time/temp) from Management Assistant II to Senior Center Specialist
- E. Volunteer Center Division (VC-RSVP)
1. Community Resource Coordinator (full time/classified)-L. Robinson  
Restructured and eliminated position. Responsibilities were shifted to Community Resource Coordinator
  2. Citizen Corps Volunteer Coordinator (part time/grant)-Vacant  
Moved position and responsibilities to Department of Community Services, outside the Office on Aging.

**Administration Form B**  
**PROPOSED STAFFING PLAN**  
**FY2006**

**AAA: HARFORD COUNTY**

<b>Position Title</b>	<b>#Hours/ Week</b>	<b>Funding Sources</b>	<b>Programs Covered by Position</b>	<b>% of Time per Program</b>
Administrator, Office on Aging	40	County	All	100
Admin. Specialist I	40	County	All	100
Adm. Budget Techn. II	40	County	All	100
Data Analyst Aging/ Transp	20	Sect. 5307 Area Agency RSVP	Transportation Administration RSVP	19 56 25
Mgmt. Asst. II (Prg & Resource Dev)	40	County	Admin.; Human Svcs; Sr. Centers	100
Secretary I	40	County	Sr Ctr Admin/Prg. & Resource Devel.	100
Acct. Clerk II	40	Area Agency Sect. 5307	Administration Transportation	63 37
Clerical Assist.	40	County	Administration	100
Senior Ctr. Specialist	40	County	Senior Centers; Human Services; Counseling	100
Outreach Div. Mgr. VACANT	40	County	Human Services	100
Sr. Ctr. Assist. Mgr. (2)	1 (35 hr.) 1 (28 hr.)	IIIB IIIC-1	Sr. Center/Recreation Nutrition	35 65
Sr. Ctr. Managers (2)	35	IIIB IIIC1	Sr. Ctr/Recreation Nutrition	35 65
Sr. Ctr. Managers (3)	35	IIIB	Sr. Ctrs./Recreation	100
Sr. Center Custodian (Edgewood)	25	County	Sr. Ctr/Recreation Nutrition	75 25
Sr. Ctr. Instructors (3)	15	County	Education	100
Client Advoc. Svcs Mgr	40	County	Human Svcs; Ombudsman	100
Sr. Ctr. Data Techn (Ofc on Aging)	20	IIIB Hum Svc	Sr. Ctr. Admin/ Recreation	100
Sr. Ctr. Assistant (McFaul Ctr.)	20	IIIC1	Sr. Ctr/Nutrit	100
Medicaid Waiver Nurse /Case Mgr	20	Medicaid Waiver Admin/Case Mgt	Medicaid Waiver	100
Adm. Asst. (1)	25	Medicaid Waiver Adm.	Medicaid Waiver	100
Home/Commun Based Med Wvr Caseworker	25	Medicaid Waiver Casemgmt.	Medicaid Waiver	100
Medicaid Wvr Billing Clerk	20	Medicaid Wvr	Medicaid Waiver	100
Client Adv. Svcs.	40	County	Sr. I&A; Counseling	100

Specialist				
Long Term Care Coord	40	County	Senior Care	100
Sr. Svcs Program Coord	40	Sr. I&A IIIB Sr. I&A IIIE Caregivers	Outreach Sr. I&A Caregivers	16 57 27
Sr. Svcs Specialist II	27	Sr. Care Sr. I&A IIIE Caregivers VEPI	Sr. Care Sr. I&A Caregivers Outreach	38 26 25 11
Sr. Svcs. Specialist	20	IIIB Human Svc	Ombudsman	100
Sr. Svcs. Specialist	20	Sr. Care IIIE Caregivers	Sr. Care Caregivers	75 25
Sr. Svcs. Spec.	20	IIIE Caregivers VEPI IIIB Sr. I&A	Caregivers SHIP Sr. I&A	17 34 49
Sr. Svcs. Spec. VACANT	20	IIIB Human Svc. IIIE Caregivers	Outreach Caregivers	97 3
Sr. Health Insur. Prg. Coord.	27	SHIP CAMM VEPI	SHIP CAMM SHIP	62 28 10
RSVP Proj. Director	40	RSVP	RSVP (volunteer prg.)	100
RSVP Field Coord. VACANT	30	RSVP	RSVP (volunteer prg.)	100
Admin. Assist.	25	RSVP	RSVP (volunteer prg.)	100
Commun. Resources Coordinator	40	County	RSVP	100
Clerical Asst.	8	RSVP	RSVP (volunteer prg.)	100



**EEO INFORMATION****FY 2006****AAA: Harford County**

Complete this form for those positions, which are filled.

Type of Position	Gender		Age and Disability Status			Racial-Ethnic Composition				
	M	F	to 59	60+	with Disability	White	African-American	Hispanic	Asian-Pacific Is.	Native American
1) Agency Executive/Management Staff	1	1	1	1	0	2	0	0	0	0
2) Other Paid Professional Staff										
Planning	0	1	0	1	0	1	0	0	0	0
Development	0	2	2	0	0	2	0	0	0	0
Administration	1	9	9	1	0	8	2	0	0	0
Service Delivery	1	11	6	6	0	11	1	0	0	0
Access/Care Coordination	0	9	6	3	0	7	1	0	1	0
Other	0	1	0	1	0	1	0	0	0	0
3) Clerical Support Staff	0	3	0	3	0	3	0	0	0	0
<b>Total Staff</b>	3	37	24	16	0	35	4	0	1	0

**CONTRACTS**  
**Issued by the Area Agency on Aging**  
**for FY > 2006**

**FY 2006**

**AAA Harford County**

<i>Name of Contractor(s)</i>	<i>Non-Profit Or For-Profit</i>	<i>Beginning - Ending Dates of Contract</i>	<i>Monitor of Contract (Person/Position)</i>	<i>Source and Amount of Funds</i>	<i>Related Budget Page Numbers</i>	<i>Service Categories Covered by Contract (use categories on p. 2)</i>	<i>Units of Service to be provided by Service Category</i>
Meals on Wheels of Central MD	NP	10/1/05-9/30/06	Jim Massey Sr. Center Division	\$79,916 – IIIC2 \$42,889 – State \$15,405 –USDA	Budget Page 12	Home Delivered Meals	31,194
Meals on Wheels of Central MD	NP	10/1/05-9/30/06	Jim Massey Sr. Center Division	\$152,105– IIIC1 -0- State 16,537 – USDA	Budget Page 11	Congregate Meals	33,234
Legal Aid Bureau	NP	10/1/05-9/30/06	Jim Massey Sr. Center Division	\$12,880 – IIIB	Budget Page 6	Legal Services	960
Health Care at Home/Bel Care	P	7/1/05 – 6/30/06	Kathy Bond/ Long Term Care Coordinator	Senior Care/IIIB*	Sr. Care Plan	Respite/Chore/ Personal Care	**
Upper Chesapeake/ St. Josephs	P	7/1/05 – 6/30/06	Kathy Bond/ Long Term Care Coordinator	Senior Care/IIIB*	Sr. Care Plan	Respite/Chore/ Personal Care	**
Angelic Care	P	7/1/05 – 6/30/06	Kathy Bond/ Long Term Care Coordinator	Senior Care/IIIB*	Sr. Care Plan	Respite/Chore/ Personal Care	**
In Good Hands Nursing Service	P	7/1/05 – 6/30/06	Kathy Bond/ Long Term Care Coordinator	Senior Care/IIIB*	Sr. Care Plan	Respite/Chore/Personal Care	**
Better Caring Agency	P	7/1/05 – 6/30/06	Kathy Bond/ Long Term Care Coordinator	Senior Care/IIIB	Sr. Care Plan	Respite/Chore/ Personal Care	**
Family & Childrens Services	NP	7/1/05 – 6/30/06	Kathy Bond/ Long Term Care Coordinator	Senior Care	Sr. Care Plan	Adult Day Care	**
Almost Family	P	7/1/05 – 6/30/06	Kathy Bond/ Long Term Care Coordinator	Senior Care	Sr. Care Plan	Adult Day Care	**
Help For You	P	7/1/05 – 6/30/06	Kathy Bond/ Long Term Care Coordinator	Senior Care/IIIB	Sr. Care Plan	Respite/Chore/ Personal Care	**
Options for Sr. America	P	7/1/05 – 6/30/06	Kathy Bond/ Long Term Care Coordinator	Senior Care/IIIB	Sr. Care Plan	Respite/Chore/ Personal Care	**
Bel-Elite Senior Services	P	7/1/05 – 6/30/06	Kathy Bond/ Long Term Care Coordinator	Senior Care/IIIB	Sr. Care Plan	Respite/Chore/ Personal Care	**
On Q Nursing Service	P	7/1/05 – 6/30/06	Kathy Bond/ Long Term Care Coordinator	Senior Care/IIIB	Sr. Care Plan	Respite/Chore/ Personal Care	**
* Senior Care Total will be \$271,505      IIIB Total – used only for Personal Care: \$16,938							

\*\* Agencies are not contracted for specific number of units of service. The agencies are chosen on a rotating basis dependent upon their ability to provide the staff for needed services.

**CONTRACTS**  
**To be Issued by the Area Agency on Aging**  
**For FY '06**

**FY 2006**

**AAA Harford County**

<i>Name of Contractor</i>	<i>Non-Profit /For-Profit</i>	<i>Beginning - Ending Dates of Contract</i>	<i>Monitor of Contract (Person/Position)</i>	<i>Source and Amount of Funds (if known)</i>	<i>Related Budget Page Numbers</i>	<i>Service Categories Covered by Contract (use categories on p. 2)</i>	<i>Units of Service to be provided by Service Category</i>
Various Instructors	NP	10/1/05-9/30/06	Jim Massey Senior Center Division	\$6,441 IIID	Budget Page 7	Exercise/Physical Fitness	420 hours
Various Instructors	NP	10/1/05-9/30/06	Jim Massey Senior Center Division	\$6,300 IIIB	Budget Page 8	Recreation	350 hours
Nutritionist	NP	10/1/05 – 9/30/06	Jim Massey Senior Center Division	\$9,320 IIID	Budget Page 8	Medication Management, Nutrition Screening, Nutrition Counseling	208 hours

Administration Form D3

## GRANTS

**Awarded by the Area Agency on Aging  
For FY 06**

**FY 2006**AAA HARFORD COUNTY[illegible]

*Administration Form D4*

**AGREEMENTS (INCLUDING MEMORANDA OF UNDERSTANDING)**

**Entered Into by the AAA for FY 06**

**FY 2006**

**AAA Harford County**

<i>Name(s) of Agency(ies), Organizations, etc. to Agreements</i>	<i>Effective Date of Agreement R = Renewable O = Ongoing</i>	<i>Monitor of Agreement (Person/Position)</i>	
None			<i>Purpose of the Agreement or MOU (Describe briefly)</i>

## CONTRACTS OR AGREEMENTS

### Senior Assisted Living Group Home Subsidy Program

AAA Harford County[illegible]

## Administration Form E

# Information Technology Plan

FY: 2006

AAA: Harford County

### Area Agency Contact Person for Information Technology (IT) Issues

Name: Charlotte O'Reilly

Title: Data Analyst

Phone: 410-638-3025

Fax: 410-893-2371

Email Address: cforeilly@harfordcountymd.gov

Mailing Address (if different from AAA):

### Network Information

Server	Type <i>File, Mail, etc.</i>	Network Operating System (NOS)		
		Include NOS version	Internal	External
1	HP NetServer LH4 1280 MB RAM PII/400 MHz with 4-9.10 GB Hard Drives Ethernet	Windows NT 4.0 Service Pack 6	X	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>

Is your agency's network protected by a firewall? X Yes ☐ No

### Desktop Operating Systems

Check all that apply

☐ Windows 95

☐ Windows NT

X Windows XP

☐ Windows 98

X Windows 2000

☐ Other

### Application Software

If the entire Suite is used, check "Entire Suite" and indicate the version. Otherwise, check those applications that are used and indicate the versions.

#### Microsoft Office

x Entire Suite ver. 2000

☐ Word ver. \_\_\_\_\_

☐ Excel ver. \_\_\_\_\_

☐ Access ver. \_\_\_\_\_

#### WordPerfect Office

☐ Entire Suite ver. \_\_\_\_\_

☐ WordPerfect ver. \_\_\_\_\_

☐ Quattro Pro ver. \_\_\_\_\_

☐ Paradox ver. \_\_\_\_\_

#### Lotus Smart Suite

☐ Entire Suite ver. \_\_\_\_\_

☐ Word Pro ver. \_\_\_\_\_

☐ Lotus 123 ver. \_\_\_\_\_

☐ Approach ver. \_\_\_\_\_

### IT Support

Does your agency have in-house IT support staff? x Yes ☐ No

<b>If Yes</b>	<b>If No</b>
What services are provided: <input checked="" type="checkbox"/> User Support <input checked="" type="checkbox"/> Network Management	Does your agency contract with outside agencies/vendors for IT support? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do IT staff perform other duties, such as program management, in addition to IT support? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Does your agency contract with outside agencies/vendors for additional IT support? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**2006 Information Technology Plan for:** Harford County

### ***Custom Software***

*Describe any custom software used by your agency. Indicate the purpose of the software and whether it was developed in-house or by a contractor.*

AIM – Developed by Sabre Corp. for tracking client database including activities at Senior Centers, meals and Outreach

Sineup – Developed by Charles County Government and adapted by Harford County Information Systems to track seniors in the local centers.

### **Future Plans**

*Discuss plans for network enhancements, hardware and software upgrades (other than AIM), enhancements to Internet access, web site development, etc.*

Based on input from seniors at our Area Plan Hearing and comments received from computer class participants, we are offering computers with Internet access for classes and open lab time. Additional computers are needed to meet demand at McFaul in Bel Air, Aberdeen and Edgewood. There are also needs for a network at the Aberdeen and Edgewood Senior Centers so that files and printers can be shared.

Harford County Government is making incremental improvements to the County's website. It is proposed that the Department of Community Services will receive website enhancements within the next two years. While public usage of the Office on Aging web page is steadily increasing, the planned upgrades should improve its visibility and appeal to seniors and caregivers alike.

With the approval and assistance of Harford County Computer Support Division, the Office on Aging plans to install hardware and software at the McFaul Senior Center to implement the senior Sineup System developed and shared by Charles County Government. This system will allow seniors to utilize touch screen technology to log their participation at the center and will enable staff to transmit data directly into AIM, saving data entry time

Using funds from Harford County Computer Information Systems and the Maryland Department of Aging, a laptop computer will be purchased along with a projector for doing presentations at meetings. Also, the color printer will be upgraded.

Since all computers are networked and the AIM system is on the server, all computers will have access to AIM.



**Optional: Problems/Challenges**  
**Discuss any current or anticipated problems and challenges**  
**regarding your IT environment**

Harford County Government supports the Office on Aging's system. The network server for the agency is located on a remote site. Telecommunications utilize a 56K digital phone line. Response time is affected by the number of users, PC capacity, and the speed of the line. A fiber optic line is desired to improve response time.

A technology plan will be considered to anticipate future technology needs so that funds can be budgeted. The county will assist in planning for replacement of equipment and software upgrades.

New software will be provided by the Department of Community Services that can be shared between several human services agencies.

The Office on Aging is implementing the new data automation system developed by Charles County, which collects data on senior center activities. Seniors use a scanned token, touch screen to indicate their activities for the day. Using this technology will cut back on data entry time and compile more complete records. Harford County Information Systems is customizing the Sineup software so that it can be used in our senior center. Additional uses such as online class registration, transportation reservation, and nutrition surveys are also being considered.

## PROJECTED NUMBER OF CLIENTS TO BE SERVED UNDER TITLE III

**FY 2006****AAA: HARFORD COUNTY**

	TOTAL
1. Unduplicated Persons Served in Registered Services Supported By OAA Title III*.	1,450
2. Unduplicated Count of Persons Served for Other Services Supported by OAA Title III. <b>Other Services@ include those services in Clusters 3 and 4.</b>	2,400
3. Total Unduplicated Count of Persons Served Through Services Supported by OAA Title III. <b>Note: This total is not necessarily the sum of 1 and 2. There may be duplicates between 1 and 2 which will need to be subtracted out.</b>	2,900

B. TITLE III UNDUPLICATED CLIENT COUNT By Characteristic	Clients for Registered Services	Clients for Other Services	Clients for All Services
1. Total Clients by Minority and Non-minority Status	1,450	2,400	2,900
<i>African-American</i>	115	165	232
<i>Hispanic Origin</i>	13	8	13
<i>American Indian/Native Alaskan</i>	5	5	5
<i>Asian American/Pacific Islander</i>	8	15	18
<i>Non-Minority</i>	1,300	2,200	2,600
2. Rural Clients	600	1,050	1,240
3. Clients in Poverty	200	280	360
4. Clients in Poverty/Minority	40	55	70

**\*Registered Services include: Personal Care, homemaker, chore, home delivered meals, adult day care/health, case management, congregate meals, nutrition counseling and assisted transportation.**

## TITLE III PROJECTED SERVICE USE PROFILE

**FY 2006**

**AAA: Harford County**

Services	Total Number of Providers	Number of Minority Providers	Total Unduplicated Persons To Be Served	New Persons To Be Served	Projected Service Units
1) Personal Care	8	4	35	20	1240
2) Homemaker	0	0	0	0	0
3) Chore	0	0	0	0	0
4) Home Delivered Meals	1	0	165	25	31,194
5) Adult Day Care/Health	0	0	0	0	0
6) Case Management	1	0	0	0	0
Cluster 2 Registered Services					
7) Congregate Meals	1	0	1,300	100	33,234
8) Nutrition Counseling	1	0	50	50	50
9) Assisted Transportation	0	0	0	0	0
Total Unduplicated Registered Clients (transfer to Line A1 of Form A)			1,450		
Cluster 3 Specified Non-Registered Services					
10) Transportation	0	0	NOT REQUIRED		0
11) Legal Assistance	1	0			700
12) Nutrition Education	4	0			20
13) Senior Information and Assistance	1	0			11,150
14) Outreach	0	0			0
Unduplicated count of providers	12	4			

*Service Needs Form B (Cont.)*

## TITLE III PROJECTED SERVICE USE PROFILE

FY 2006

AAA: Harford County

<b>Cluster 4 Other Non-Registered Services</b> <i>(see instructions)</i>		
Service Name *	Service Unit Name (Hours, classes, contacts, etc)	Projected Service Units
Medication Management	Hours	208
Recreation	Hours	5,800
Exercise/Physical Fitness	Hours	420

**\*Use the same name as the budget categories.**

**NOTE: Only list those services that are paid for in whole or in part with Title III funds.**

## NUTRITION SERVICES

FY 2006

AAA: Harford County

**Chart 1 - Congregate Meals**

Contractor	Type of Meal*	Contract Price **	Average Donation per Meal***	Number of Meals
Meals on Wheels of Central MD	Hot Lunch	\$3.48	\$1.48	33,234
<b>TOTAL</b>				<b>33,234</b>

**Chart 2 - Congregate Housing Service Meals – Funded with Title IIIC1**

Congregate Housing Provider	Type of Meal*	Contract Price**	Number of Meals	Total Amount of Support****
None				
<b>TOTAL</b>				<b>none</b>

For Chart 2, use the FY '05 contracts/AAA letter of support to determine meal prices and number of meals served. These contracts should be the same as those on file in the Housing Division of MDoA.

**Chart 3 - Congregate Housing Service Meals – Funded with Private Funds**

Congregate Housing Provider	Type of Meal*	Number of Meals
None		none
<b>TOTAL</b>		<b>None</b>

## NUTRITION SERVICES

FY 2006

AAA Harford County

**Chart 4 - Home Delivered Meals**

Contractor	Type of Meal*	Contract Price **	Average Donation per Meal***	Number of Meals
Meals on Wheels of Central MD	Hot Lunch and Box Dinner	\$5.20	\$ .95	31,194
<b>TOTAL</b>			<b>31,194</b>	

**Chart 5 - Home Delivered Meals – Funded with Private Funds**

Provider	Type of Meal*	Number of Meals
Meals on Wheels of Central MD	Hot Lunch/ Box Dinners	25,352
<b>TOTAL</b>		<b>25,352</b>

- \* **Types of meals** include: hot breakfast, cold lunch, deli/box lunch, frozen, shelf stable, etc.
- \*\* **Contract price** is from the FY'05 meal contract. If a price increase is anticipated for FY 2006, estimate the meal cost accordingly. The contract price from a caterer is a compilation of all cost elements required to deliver a program meal.
- \*\*\* **Average donation per Meal** is the amount per meal anticipated to be collected from the participants.
- \*\*\*\* **Total amount of support** is a dollar amount and can include Title IIIC1, NSIP and State funds.

**Chart 6 - Nutrition Sites- Home Delivered Meal Providers**

Number of nutrition sites: 4	Planned monitoring per nutrition site: 12
Number of home delivered meal providers: 1	Planned monitoring visits per home delivered meal provider. 1

## HEALTH PROMOTION AND DISEASE PREVENTION

FY 2006

AAA Harford County

### SERVICE: Health Screening

Type of Screening Planned	Unduplicated Persons	Units of Service	Service Provider	Paid or In-kind (P or I)
Blood pressure	700	700	Upper Chesapeake Health	I
Vision screening	100	100	Parris Castoro Vision Associates	I
Cholesterol screening	150	150	Upper Chesapeake Health	I
Hearing Screening	20	20	Franklin Square Hospital	I
Diabetes Screening	150	150	Upper Chesapeake Health	I
Osteoporosis Screening	25	25	Upper Chesapeake Health	I
Skin Cancer Screening	25	25	Upper Chesapeake Health	I
Oral Cancer Screening	20	20	Dr. Kenney	I

*Service Needs Form D2*

AAA: Harford County

**SERVICE: Health Education**

Type of Class Planned	Unduplicated Persons	Units of Service	Service Provider	Paid or In-kind (P or I)
Healthy Cooking	200	8	Health Department, Upper Chesapeake Health,	I
Healthy Eating	200	8	Health Department, Upper Chesapeake Health	I
Choosing a doctor	60	4	Upper Chesapeake Health	I
Foot care	50	2	Podiatry Associates	I
Stress management	60	2	Health Department	I
Arthritis	50	3	Harford Holistic	I
Cardiac/Healthy Heart	50	3	Union Memorial Hospital	I
Diabetes	60	4	Franklin Square Hospital	I
Glaucoma	50	4	Parris Castoro	I
Leg pain	20	1	Union Memorial	I
Medicare changes	100	4	OOA SHIP	I
Pharmacist	100	4	Upper Chesapeake Health	I



## HEALTH PROMOTION AND DISEASE PREVENTION (Cont.)

*Service Needs Form D3*

**FY 2006**

**AAA Harford County**

### SERVICE: Physical Activity

Type of Activity Planned	Unduplicated Persons	Units of Service	Service Provider	Paid or In-kind (P or I)
Sit & Stretch	220	120	AAA	P
Healthercise	70	80	AAA	P
Line dance	450	360	AAA	P
Yoga	140	260	AAA	P
PACE	220	240	AAA	P
Cardio	140	240	AAA	P
Tai Chi	120	320	AAA	P
Ballroom Dancing	50	40	AAA	P
Exercise	80	120	AAA	P
Fitness room	150	4,000	AAA	I
Walking program	100	3,000	AAA	I
Table Tennis	20	40	AAA	I

\* Unit of Service = 1 Hour of Class

*Service Needs Form D4*

**SERVICE: Health Services**

Type of Services Planned	Unduplicated Persons	Units of Service	Service Provider	Paid or In-kind (P or I)
Flu shots	600	600	Upper Chesapeake Health and Health Department	I
Farmers Market Coupon Program	400	400	State of Maryland Harford County Government	I

\* Other AAA Funds

- *Service Needs Form D5*

## HEALTH PROMOTION AND DISEASE PREVENTION (Cont.)

**FY 2006**

**AAA: Harford County**

### SERVICE: Medication Management

Type of Services Planned	Unduplicated Persons	Units of Service	Service Provider	Paid or In-kind (P or I)
Nutritional counseling and screening relating medication interaction and diet	200	200	Independent contractor; Licensed Dietician	P

**OMBUDSMAN PROGRAM DATA**

FY 2006

AAA: Harford County**1. Facility Visitation Data**

Type of Facility	# of Facilities	# of Facilities to be Visited	# of Visits to the Facilities
Nursing Homes	6	6	120
ALF* - Licensed	37	0	0
ALF - Licenses Pending	2	0	0

\*ALF – Assisted Living Facilities

**2. Cases and Complaints Data**

	10/1/03-9/30/04 (Actual)	10/1/04-9/30/05 (Projected)	10/1/05-9/30/06 (Projected)
# of Cases** Opened	66	75	80
# of Complaint Issues Opened	68	82	89
# of Complaint Issues Closed	70	82	89

**\*\*Case:** The term “Case” means each inquiry brought to, or initiated by, the Ombudsman on behalf of a resident or group of residents involving one or more complaints or problems which requires opening of a case file and includes Ombudsman investigation, fact gathering, setting of objectives and/or strategy to resolve, and follow-up (State Annual Ombudsman Report to the Administration on Aging).

**3. Response to Complaints**

Indicate how the AAA will respond to complaints of possible abuse of vulnerable adults in:

Nursing Homes	Investigate complaint within 48 hours and report to OHCQ and law enforcement.
ALF – Licensed	Investigate complaints, notify OHCQ, law enforcement and, if necessary, APS to report cases of suspected abuse.
ALF – Licenses Pending	Investigate complaints, notify OHCQ, law enforcement and, if necessary, APS to report cases of suspected abuse.

**4. Program Activity or Action**

	10/1/03-9/30/04 (Actual)			10/1/04-9/30/05 (Projected)			10/1/05-9/30/06 (Projected)		
	NH	ALF	Total	NH	ALF	Total	NH	ALF	Total
a) # of Volunteers			0			0			0
b) # of Training Sessions for Facility Staff	1	0	1	1	0	1	1	0	1
c) # of Consultations to Facilities			10			40			30
d) # of Information and Consultations to Individuals			157			100			120
e) # of Surveys Attended	2		2	4		4	4		4
f) # of Sessions with Resident Councils	2		2	2		2	2		2
g) # of Sessions with Family Councils	0		0	1		1	1		1
h) # of Community Education Sessions			0			0			0

**ASSISTED LIVING FACILITIES DATA**

FY 2006

AAA: Harford County**1. Number of Assisted Living Facilities licensed (or anticipated to be licensed) as of June 30, 2005**

Facility Size				
Level of Care	1-3 Beds	4-16 Beds	17+ Beds	Total
Level 1	0	0	0	0
Level 2	7	6	0	13
Level 3	3	16	5	24
Total	10	22	5	37

**2. Number of Assisted Living Facilities with licensure applications pending as of June 30, 2005**

Facility Size				
Level of Care	1-3 Beds	4-16 Beds	17+ Beds	Total
Level 1	0	0	0	0
Level 2	3	1	0	4
Level 3	3	3	0	6
Total	6	4	0	10

3. How many new assisted living facilities are expected to open in your planning and service area by June 30, 2006? 1
4. Do you have information on assisted living facilities that may be operating but have not filed an application for licensure? \_\_\_\_\_ Yes   x   No
5. If you answered yes to item 4 above, how many homes would you estimate are operating that have not filed a licensure application?   N/A
6. Which agency is responsible for monitoring:  
 1-3 Bed Assisted Living Facilities   OHCQ    
 4-16 Bed Subsidized Assisted Living Facilities   AAA    
 4-16 Bed Non-Subsidized Assisted Living Facilities   OHCQ    
 17+ Bed Assisted Living Facilities   OHCQ
7. How many assisted living facilities are enrolled in the Group Senior Assisted Living Subsidy Program?   0   (1 if you include Waiver overrun)
8. Is there a current contract between the AAA and each enrolled provider?   YES
9. How many assisted living residents are anticipated to be receiving a Group Senior Assisted Living Subsidy as of June 30, 2004?   1
10. How many applicants are on the waiting list for a subsidy?   0

## MEDICAID WAIVER

FY 2006

AAA Harford County

1. Number of enrolled participants as of 6/30/04.	47	
2. Number of Long Term Care Medicaid nursing home residents who applied between 7/1/04 – 6/30/05.	10	
3. Number of Long Term Care Medicaid nursing home applicants enrolled between 7/1/04 – 6/30/05.	3	
4. Number of participants disenrolled from 7/1/04-6/30/05.	12	
5. Number of enrolled participants as of 6/30/05.		44
<b>Please indicate the distribution of enrolled participants (line 5) by location of the primary service:</b>		
Assisted Living	33	
In-Home	11	
Total (same as line 5)	44	

*Service Needs Form H*

**LEGAL ASSISTANCE PROGRAM DATA**

**FY 2006**

**AAA: Harford County**

**Legal Services Activities**

<b>Projected Legal Services Activities</b>	<b>Number of Sessions (If applicable)</b>	<b>Number of Individuals (If applicable)</b>
Community Legal Education Events* a) attended by seniors b) Attended by professional staff	a) <u>1</u> b) <u>12</u>	a) <u>100</u> b) <u>300</u>
Referrals to the Sixty Plus Legal Programs (or other pro bono or reduced fee programs) for: Simple wills, powers of attorney, living wills, Simple deed changes, small estates (\$30,000 or less).		25

\* Includes events organized by Senior Centers as well as Title IIIB Legal Services Program Providers.

## GUARDIANSHIP PROGRAM DATA

**FY 2006**

**AAA: Harford County**

Guardianship Activities		
Type of Activity	Number of Sessions (If applicable)	Number of Individuals (If applicable)
Education/Training Events on such topics as: a) Alternatives to Guardianship b) Surrogate Decision making c) Advanced Directives d) Power of Attorney	<div> a) 0  b) 0  c) 0  d) 0    Total 0 </div>	<div> a) 0  b) 0  c) 0  d) 0    Total 0 </div>
Consultation with Family members		Total 35
Face-to-face contacts with guardianship clients		Total 140

### Actual and Guardianship Projected Data for State Fiscal Years

Time Periods	Number of Guardianship Cases	Number of Guardianship Cases Closed
7/1/03 – 6/30/04 (Actual)	15	2
7/1/04 – 6/30/05 (Projected)	17	5
7/1/05 – 6/30/06 (Projected)	16	3



# SENIOR HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP) PROJECTIONS

FY 2006

AAA: Harford County

<b>SECTION 1 – Client Contacts</b>	
A. Individual Client Contacts (A.1 + A.2)	<b>704</b>
(A.1) Contacts in Person	<b>132</b>
(A.2) Contacts by Telephone	<b>572</b>
B. Attendees at Educational Events (Do not count Fairs or Expos)	<b>850</b>
Total Individuals Served (A + B)	<b>1,554</b>
<b>SECTION 2 – Presentations and Outreach</b>	
A. Number of Public Educational Events	20
B. Number of Outreach Events (Included Fairs, Expos.)	4
<b>SECTION 3 – Volunteer/Counselor Information</b>	
A. Total Number of Counselors (Total A.1 + A.2)	1 (part-time)
A.1 Total Number of Staff (FTEs)	1
A.2 Total Number of Volunteers	0
B. Total Number of Client Counseling Hours	1,404
C. Total Number of Volunteer Training Sessions	0

# CURB ABUSE IN MEDICARE AND MEDICAID (CAMM)

FY 2006

AAA: Harford County

<b>Section 1 - Client Projections for FY 2006</b>		
A. Number of Individual Client Contacts	704	
B. Number of Attendees at Educational Events	750	
Total Clients (A+B)	1,454	
<b>Section 2 - Activities Projected for FY 2006</b>		
Number of Educational Events Planned	10	
Number of Volunteer Training Activities Planned	0	
<b>Section 3 - Staffing Projections for FY 2006</b>		
Number of Volunteers	0	
Number of Paid Staff (FTEs)	.37	
<b>Section 4 – Local Match</b>	<b>FY05</b>	<b>FY06</b>
Types of Local Match: Dollars In-Kind Contributions: Please Specify (Examples: space, utilities, staff, etc.)	<u>County funding</u>  <u>Space, utilities, Staffing, supervision</u>	<u>County funding</u>  <u>Space, utilities, Staffing, supervision</u>
Dollar Value of In-Kind Contributions	\$7,019	\$7,354

**FY 2006****AAA: Harford County**

**PROGRAM LOG FOR TITLE IIIE  
National Family Caregivers Support Program**

<b>Service Category</b>	<b>IIIE Funding</b>	<b>In-kind Support</b>	<b>Projected Units of Service</b>	<b>Number of People to be Served</b>
<b>Information</b>	<b>\$3,000</b>	<b>0</b>	<b>8</b>	<b>150</b>
<b>Assistance</b>	<b>\$25,848</b>	<b>\$45,000</b>	<b>1,200</b>	<b>3,200</b>
<b>Counseling/Education/ Training</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Respite Care</b>	<b>\$25,000</b>	<b>0</b>	<b>1,300</b>	<b>40</b>
<b>Supplemental Services</b>	<b>\$12,000</b>	<b>0</b>	<b>240</b>	<b>40</b>
<b>Total</b>	<b>\$65,848</b>		<b>2,748</b>	<b>3,430</b>

*Please include data in each row and column for every category of service.*

You may use the space within each category to provide additional detail.

For example, under Counseling/Education/Training, you might include workshops and support groups.

If you are planning to provide specific services to grandparent caregivers, please include that information in each category.

# SENIOR INFORMATION AND ASSISTANCE PROGRAM DATA

FY 2006

**Chart 1****Information and Assistance**

<b>Service Categories</b>	<b>Units of Service</b>		<b>Number of People Served</b>	
	FY 2005	FY 2006	FY 2005	FY 2006
<b>Information</b>	<b>6,500</b>	<b>6,600</b>		
<b>Assistance</b>	<b>1,100</b>	<b>1,200</b>	<b>370</b>	<b>375</b>
<b>Referrals</b>	<b>2,500</b>	<b>2,600</b>		
<b>Follow-up*</b>	<b>700</b>	<b>750</b>		
<b>Totals</b>	<b>10,800</b>	<b>11,150</b>	<b>370</b>	<b>375</b>

\*Follow-up – number of people must be the same as number of people receiving assistance.

**Chart 2.****OUTREACH**

<b>Type of Activity</b>	<b>Quantify</b>	
	FY 2005	FY 2006
<b>PSA</b>		
<b>Television</b>	<b>0</b>	<b>0</b>
<b>Radio</b>		
<b>Other (Specify</b>		
<b>Newsletters</b>	<b>2</b>	<b>2</b>
<b>Brochures</b>	<b>0</b>	<b>0</b>
<b>Posters</b>	<b>0</b>	<b>0</b>
<b>Speaking Engagements</b>	<b>4</b>	<b>4</b>
<b>Other</b>	<b>0</b>	<b>0</b>

**Chart 3.****Limited English Proficiency**

<b>Nationality/Ethnicity</b>	<b>Language Spoken</b>	<b>Number of People Served</b>
<b>Italian</b>	<b>Italian</b>	<b>1</b>
<b>Hispanic</b>	<b>Spanish</b>	<b>1</b>
<b>Asian</b>	<b>Filipino</b>	<b>1</b>

The Fiscal year is the federal fiscal year- from 10/1 to 9/30.

# COMPREHENSIVE PLAN OF SERVICES

## FY 2006 UPDATE

### 1. New Developments and Trends in the Planning Service Area

The quality of life for most of Harford County's older adults was good in 2005. The County continues to offer an appealing blend of strong communities, open space, an energetic economy, and efficient public services for people of all ages, including those over the age of sixty. Certain large economic trends, however are undermining the ability of older adults in the County to maintain their independence. These trends are as follows:

- **The rising cost of housing.** As in the rest of the United States, the real estate boom has pushed housing values in Harford County to unprecedented heights. According to the Maryland Association of Realtors, the average price of homes sold in Harford County went from \$155,814 in 1999 to \$231,626 in 2004, an increase of 49% in just five years. While generally a positive development, rising property values have two negative consequences:
  - Affordable housing is becoming more and more difficult to find in Harford County. For example, a room in a substandard boarding house in Havre de Grace now rents for \$125 a week. Lower income elderly are faced with fewer housing options.
  - Rising property tax assessments put pressure on older homeowners, whose incomes are not keeping pace.
- **The rising cost of energy.** As oil prices reach record highs, older drivers and homeowners who heat with oil feel the impact on their pocket books and wallets. The County's transit system continues to see a rise in utilization by people of all ages, including the elderly. Increasingly, older residents look for alternatives to driving, but a suburban county like Harford is not conducive to a life style without a car.
- **Continued increases in health care costs** Health care costs continue to rise, particularly affecting the uninsured population below Medicare eligibility age. Even those who have insurance or Medicare pay ever higher premiums and out of pocket costs.

These three economic factors present challenges for all Harford County older adults, but they can prove life-threatening for a small number of elderly poor or "gray area" people living just above subsistence levels. When such financial problems are combined with declining health, particularly deteriorating mental health, a crisis can result for an older individual and his/her family. In 2005, The Office on Aging Senior Information and Assistance staff was contacted by a growing number of homeless seniors, and by more people, between the ages of 62 and 65 with no health insurance.

### 2) Programmatic Developments

On the programmatic level, there have been the following changes and developments over the

past year, with projected activities in FY 2006.

## **Transportation**

Effective July 1, 2005, Harford Transit became an agency separate from the Harford County Office on Aging within the Department of Community Services. The Administrator of Harford Transit will now report directly to the Director of the Department of Community Services. As in other counties, Harford Transit began in the 1970's as a door to door service for the elderly, funded by a mix of County and Older Americans Act funds. Over the years, its scope and size expanded to include younger people with disabilities, and then the general public, and it began operating scheduled public bus routes.

Harford Transit and the Office on Aging will continue to share administrative functions, including fiscal and data management for the foreseeable future. Harford Transit will continue to provide senior center, medical, employment, and shopping transportation for clients of the Office on Aging. As needed, Harford Transit will support special events coordinated by the Office. In addition, the Office on Aging, Harford Transit, and several county agencies serving people with disabilities are collaborating on a coordination project, involving sharing of resources, and creating a more efficient, consolidated transportation program in the County for special populations. The Office on Aging and Harford Transit will also work together over the next year to implement a volunteer supplemental transportation program, designed to support the rural areas of Harford County.

## **The Senior Health Insurance Program (SHIP)**

As FY 2005 progressed, the Harford County SHIP Coordinator spent an increasing amount of time educating older adults in the County about Medicare Part D. She developed a Power Point presentation for this purpose. The presentation outlines the program and various beneficiary options, depending on a given beneficiary's current status: whether he or she is currently enrolled in a State of Maryland pharmacy program, is a Federal retiree, or is a veteran. FY 2006 will require concentrated efforts to reach eligible beneficiaries. The SHIP Coordinator has scheduled six major presentations for the first few months for the fiscal year, culminating in a major presentation fair the week of November 13, at which representatives of the various pharmacy benefit plans will have the opportunity to distribute information about their offerings. The Office on Aging is working with several partners to expand the education effort, including the local Social Security office, the Community Action Agency, and the Health Department (outreach is planned at the Department's fall flu clinics).

At presentations done in the spring and summer of 2005, the Coordinator found that older adults are often angry and confused about the Medicare Part D program. Some attendees have difficulty understanding why they must choose a plan, are not happy about having to make co-insurance payments, and do not understand why not all pharmaceuticals are not covered by a given plan. Attendees have been particularly mystified by the requirement that most beneficiaries will have to pay 100% of the cost of cumulative medication costs between \$2250 and \$5100. The SHIP Coordinator is making every effort to explain the details of the program and to allay any anxieties about it.

## **Services and Advocacy for Long Term Care Populations**

**The Medicaid Waiver and related programs** The number of Medicaid Waiver participants declined slightly in FY 2005, from 47 at the beginning of the fiscal year, to 44 as of June 30,

2005. Ten nursing home residents applied for Waiver enrollment during the year, but only three of these were actually enrolled. On the administrative side, the Area Agency took over the provider billing from the State this year, although subsequent funding reductions have put this function in jeopardy.

The Senior Care program did not experience any significant changes this year. The number of agencies providing in-home services grew slightly. For the most part the agencies are able to fill service requests; occasionally they experience staffing shortages, particularly during the summer months.

The growth in assisted living facilities in the County has leveled off in the past year; affordability remains a serious problem. The average Level 1 bed costs \$2500 per month; a typical Level 3 bed costs \$3,000. At this level of cost, the Area Agency is not able to find Senior Assisted living subsidy providers; we use such subsidy money that we have to assist low income clients in paying the room and board component of the Medicaid Waiver financial package.

**Guardianship** The Area Agency's public guardianship caseload in FY 2005 was at the same level as it was in FY 2004, averaging around 12 at any one time. Most of the program clients are nursing home residents. The County continues to finance all public guardianship funds without State funds, despite the fact that State law mandates public guardianship.

## Senior Centers

Attendance at Harford County senior centers expanded this year, and the range of program offerings increased. Some key developments in senior center and related programs included the following:

- **Rising Membership and Attendance** Participation at Harford County's senior centers grew in FY 2005, and indications are that it will continue to expand in FY 2006, particularly at the McFaul Center in Bel Air and the Edgewood Senior Center. This year, the Office on Aging overhauled its registration tracking system at the centers and eliminated duplicate records. The results showed that more older adults were using the centers than previously estimated. 2000 participants are currently registered at McFaul and 600 at Edgewood. In addition, the new records show that approximately 10% of participants at the centers are members of minority groups, which exceeds earlier projections.
- **Senior Center Support Network** The McFaul Center continued to build its support system for Center participants who, due to physical or cognitive limitations would have difficulty overcoming social isolation. The Senior Center Specialist, who coordinates the program, is a clinical social worker. The Specialist works with participants who are disabled, depressed, or confused, and integrates them into Center programs. A common strategy is to link a participant in need with another participant who serves as a mentor. As needed, the Specialist works with family members to assure that the needs of these participants are addressed, at the Center and at home. When a participant is a disruptive influence within the Center, the Specialist may negotiate a behavioral contract to help the participant improve his or her social functioning. The Specialist also conducts discussion groups, which meet a socialization/therapeutic need for participants, without being labeled as such.

The Support Network model has contributed significantly to improving the quality of the senior center experience at McFaul for participants at different levels of capacity. In FY 2006, Harford County Area Agency on Aging will explore the potential of extending the

program to the Aberdeen and Edgewood senior centers, using MSW student interns, supervised by the Senior Center Specialist.

- **Changes in the Nutrition Program** The congregate nutrition program is now in its second year of a catering contract with Meals on Wheels of Central Maryland. Meal quality and level of participation has improved, with attendance at the program growing particularly at the McFaul and Edgewood Centers.

This year the Office on Aging hired a part time nutritionist with a background in geriatrics and nutrition counseling. All participants are now completing the nutrition screening program upon registration. The nutritionist reviews these, contacts those participants deemed to be at nutritional risk, and provides counseling to them. The nutritionist has also initiated a series of special educational programs on nutrition.

All center staff and managers took the required food sanitation class required by the State and were certified in Food Service sanitation. The class instructor visited each center and worked with the staff to update the Hazards Analysis Critical Control Points (HACCP) plan. As a result, center staff are more aware of importance of food safety practices, including the need to monitor food temperatures closely.

- **Exercise and Health Programs** Fitness programs at the senior centers continue to grow in popularity. Among the highlights over the past year:
  - *Seniors on the Move* This MDoA supported program was a big success in Harford County. During the month of May, program participants used their step counters to log miles walked and to qualify for certificates from shoe stores as prizes. Particularly innovative was how the program was implemented at the Aberdeen Senior Center. Participants set a goal of walking collectively the equivalent of the distance to California. When the group achieved their goal, they celebrated with a California style beach party.
  - *Sit and Stretch Program* The Sit and Stretch program is a locally developed chair-exercise class, designed for people who cannot exercise vigorously. The class has grown over time, and is now averaging 50-60 people a class at the McFaul Center. Staff have noticed an increase in men and couples taking the class.
  - *PACE- People with Arthritis Can Exercise* This program, funded by the Arthritis Foundation, is in its second year with classes at the Edgewood, Aberdeen and McFaul Centers. 100 participants register per programs semester. The classes consist of educational presentations and exercise designed for people with arthritis; the instructors have been trained by the Foundation.
  - *Other Fitness Trends* The interest in exercise in the Centers is developing in a variety of ways. 200 people are now registered to use the fitness room with its advanced equipment at the McFaul Center; in the next year the Office on Aging will look for a professional to assist users with assessments and to supervise their activity. At the same time, the McFaul Center now has a Bocce ball court, in response to a request by the Sons of Italy, allowing this traditional European activity to become part of the Center's fitness offerings.
  - *Health Education Programs* The Office on Aging continues to offer a wide variety of health education classes. Most of these are provided by Upper Chesapeake Health Care Systems, but the Office has been able to expand its health partners to include many of the hospitals serving the Baltimore region. The result has been an improvement in the range and quality of health education presentations.



- **Other Senior Center Programming** Computer classes and usage have grown over the past year. Participants use computer labs in the centers, and also take advantage of resources in the community nearby, including the Aberdeen library (within walking distance of the Aberdeen Senior Center) and the Edgewood Community Center (near the Edgewood Senior Center). Computer classes are offered both at the centers and at the Aberdeen Library.

The Office on Aging's partnership with Harford County Libraries has grown stronger, resulting in innovative literature programming, and even a special presentation on British Teatime. The library system is developing a senior initiative, including the implementation of a mobile library designed to reach senior facilities. The Senior Center Specialist is participating in planning and designing the initiative.

# **HARFORD COUNTY, MARYLAND**

## **Senior Care FY2006**

### **Annual Plan**

# MARYLAND DEPARTMENT OF AGING

## SENIOR CARE SYSTEM ANNUAL PLAN REVIEW AND APPROVAL

### SIGN-OFF - FISCAL YEAR 2006 (7/1/05-6/30/06)

The Interagency Committee on Aging (IAC) Services for **Harford County**  
(Jurisdiction)  
has reviewed and approves the submission of the **Harford County**  
(Jurisdiction)  
SENIOR CARE FY 2006 Annual Plan as written.

Area Agency on Aging Director

Carol A. Lienhard

Area Agency on Aging Director

\_\_\_\_\_  
*Signature*

Health Department Director

Dr. Andrew Bernstein

Health Department Director

\_\_\_\_\_  
*Signature*

Department of Social Services Director

Jerry Reyerson

Department of Social Services Director

\_\_\_\_\_  
*Signature*

Chief Government Official

David R. Craig  
Harford County Executive

Chief Government Official

\_\_\_\_\_  
*Signature*

**MARYLAND DEPARTMENT OF AGING**  
**SENIOR CARE SYSTEM**  
***FY 2006 ANNUAL PLAN UPDATE INSTRUCTIONS***  
**(7/1/05-6/30/06)**

**Jurisdiction**    Harford County

**Section I Administration**

Choose ONE of the options below for administering the SENIOR CARE system in the jurisdiction:

- ☒ The Area Agency on Aging will act as the lead agency in administering the SENIOR CARE system in its Planning and Service Area. The Area Agency on Aging contact person for the SENIOR CARE system in Fiscal Year 2006 will be Kathy Bond, Long Term Care Program Coordinator.
- ☐ The Area Agency on Aging will delegate responsibility for administering the SENIOR CARE system in FY 2006 to a lead agency other than the Area Agency on Aging. The lead agency will be N/A.

This agency will be responsible for coordination of the SENIOR CARE system with the Maryland Department of Aging. The lead agency contact person will be N/A

**Section II Structure of the SENIOR CARE System**

Provide an overview of how the SENIOR CARE system is administered in the jurisdiction. Use each of the following topics to provide this overview:

- Screening, Assessment and Reevaluation, and Case Management: Explain how these services will be integrated among the local AAA, Health Department and DSS. Include how duplication of assessments/reevaluations and case management will be avoided.

***NO CHANGES***

Development of Individual Care Plans: Explain how the case plan will be developed, including the client and/or family 's participation in the development of and agreement with the care plan.

***NO CHANGES***

- Provision of All Senior Care Services and Authorizing Gapfilling Funds: Verify that each Senior Care service listed in the policy manual will be available in the jurisdiction. If Senior Care funds will not be budgeted for a service, explain how the client will be able to get that service from another source.

***NO CHANGES***

- Cost Sharing or Fee Schedules: Explain what policies will be in place, if any, that will require clients to share in the cost of their care. Specify caps on each individual service, if applicable, and/or caps on total spending per client. If a fee scale is used, please explain how it is administered.

***NO CHANGES***

- Waiting List: Explain the criteria used for the waiting list and how clients are prioritized for services.

***NO CHANGES***

- Grievances: Explain or provide a copy of the grievance procedure for Senior Care clients.

***See grievance policy (attached). NO CHANGES***

Jurisdiction: Harford County

### Section III SENIOR CARE Program Operations

A. Client Service Projections:

Complete this chart to provide information on the number of SENIOR CARE clients to be served in the jurisdiction for FY 2006.

1) Projected Number of Clients Receiving Gap-Filling Services Carried over from June 30, 2005	55
2) Projected Number of New Clients Receiving Gapfilling Services (Including those moving from waiting lists) July 1, 2005-June 30, 2006	50
<b>3) Subtotal Gapfilling:</b> Projected Number of Clients Receiving Gapfilling Services for FY 2006 (Add lines 1 and 2).	105
4) Projected Number of Case Management Only Clients carried over from June 30, 2005 ( <i>not included in lines 1, 2 or 3</i> ).	0
5) Projected Number of New Case Management Only Clients ( <i>Not included in lines 1, 2, 3 or 4</i> ).	0
<b>6) Subtotal CMO:</b> Projected Number of Clients Receiving Case Management Only for FY 2006 (Add lines 4 and 5).	0
<b>7) Total: Projected Number of Senior Care Clients for FY 2006.</b> (Lines 3 + 6)	105

B. Average Length of Time for Receipt of Services: - DO NOT INCLUDE A RANGE OF MONTHS -

Average length of time a SENIOR CARE **Gapfilling** client receives services from the SENIOR CARE system: 36 months

Average length of time a SENIOR CARE **case management only** client receives **case management only** services: N/A months

Waiting List Information:

Projected number of clients on the waiting list to be carried over from June 30, 2005:

Assessment	CMO	Gapfilling Only	Both Gapfilling and Case Management	Total Projected Waiting List				
<u>50</u>	<u>+</u>	<u>0</u>	<u>+</u>	<u>0</u>	<u>+</u>	<u>0</u>	<u>=</u>	<u>50</u>

Average length of time that an individual stays on the **waiting list** while waiting for gapfilling services: 8 months

**Jurisdiction:** Harford County

**D. Direct Services to be Purchased with Gapfilling Funds:**

Using the format below list the following:

- 1) Services to be purchase with Gapfilling funds;
- 2) An estimate of the amount of Gapfilling funds expected to be spent for each service listed; and
- 3) The percentage of the Gapfilling direct services budget used.

<b>Services</b>	<b>FY 2006 Estimated Gap-filling</b>	<b>% Of Gapfilling Budget</b>
Personal Care	\$81,530.00	30%
Chore	\$56,892.00	21%
Personal Care/Chore		
Heavy Chore		
Home Delivered Meals		
Respite	\$26,841.00	9%
Adult Day Care/Senior Center Plus	\$35,994.00	13%
Medications	\$27,000.00	10%
Transportation	\$650.00	1%
Medical Supplies	\$31,045.00	11%
Emergency Response Systems	\$10,903.00	4%
Grants to Families		
Other (specify) blood draws	\$650.00	1%
Total	\$271,505.00	100%

**E. Average Gapfilling Cost Per Client Per Month**

Provide figures for the average amount of Gapfilling funds spent per client per month in the jurisdiction for FY 2005 and for FY 2006.

<b>Fiscal Year 2005 Estimated</b>	<u>\$ 500</u>
<b>Fiscal Year 2006 Estimated</b>	<u>\$ 500</u>

**Jurisdiction:** Harford County

### ***Senior Care Budget Instructions***

***Administration:***

Funding for administrative costs may not exceed 10% of the total Senior Care budget. These costs must be directly related to program requirements.

***Subtotal Gapfilling:***

Add the columns for Direct Services and Case Management on each line and place the sums in this column.

***Total (Gapfilling and Administration):***

Total Administration and Subtotal Gapfilling columns and place the sum in this column.

***Line 13, Other Costs:***

If this amount exceeds \$2,000, you must provide an explanation of how the funds will be used.

If your jurisdiction allocates funds for Senior Care, show the total funding in the appropriate spaces on the budget page and include the total costs on line 18 for each column. Total the entire Senior Care costs on line 16, and on line 17 show the State's share, i.e., your Senior Care allocation.

Before you submit this budget, make sure that each column adds up and that each row adds up.



# SENIOR CARE BUDGET FY 2006

**Jurisdiction:** Harford County

Budget Category	Administration  (No more than 10% of the total budget)	Gapfilling Funds			TOTAL (GAPFILLING AND ADMINISTRATION)
		Direct Service	Case Management	Subtotal Gapfilling	
1) Salaries			\$24,797	\$24,797	\$24,797
2) Fringe			\$5,370	\$5,370	\$5,370
3) Travel					
4) Building Space					
5) Printing & Supplies					
7) Equipment Maintenance and Repairs					
8) Communications					
9) Utilities					
10) Vehicle Costs					
11) Training					
12) Contractual Services		\$271,505		\$ 271,505	\$271,505
13) Other Costs					
14) Total Costs (sum 1:13)		\$271,505	\$30,167	\$301,672	\$301,672
15) Project Income					
16) Net Cost (14-15)		\$271,505	\$30,167	\$301,672	\$301,672
17) State Funds		\$271,505	\$30,167	\$301,672	\$301,672
18) Local Funds					

**Jurisdiction:** Harford County

SENIOR CARE FY 2006 BUDGET (Cont.)  
IN-KIND STAFF SUPPORT

Use the charts below to provide information on the number of staff positions to be donated in-kind.

<b>Administration</b>			
Agency	Title of Position	Duties	% of Time Spent on Senior Care
Office on Aging	Administrator	IAC Program Coordination	10%
Office on Aging	Admin. Assistant	Data Mgmt./Report Prep.	25%
Health Department	Cty. Health Officer	IAC Planning & Mgmt.	5%
Health Department	Community Health Director of Nursing II	Program Coord. /Supervision	20%
Health Department	Secretary	Data Collection/ Assessment Control	20%
Dept. of Social Services	Director	IAC Planning & Mgmt.	5%
Dept. of Social Services	Supervisor, Adult Services	Supervision of Case Managers/Planning	10%
Dept. of Social Services	Supervisor, IHAS	Supervisor of IHAS Aides/Purchase of Care	30%
Dept. of Social Services	Secretary	Secretarial Support	10%

<b>Assessment</b>			
Agency	Title of Position	Number of Cases Assessed Per Month - Initial Assessments and Reevaluations	% of Time Spent on Senior Care
AERS	LCSW	26	55%
AERS	Community Health Nurse II RN	21	45%
OoA	Community Services Specialist	7	25%
OoA	Community Services Specialist	14	40%
OoA	Community Services Specialist	7	25%

<b>Case Management</b>			
Agency	Title of Position	Number of Cases Case Managed Per Month	% of Time Spent on Senior Care
OoA	Community Services Specialist	7	25%
OoA	Community Services Specialist	7	25%
OoA	Community Services Specialist	17	40%
OoA	Client Advocacy Service Manager	1	5%
OoA	Long Term Care Program Coordinator	2	1%
DSS	Human Services Worker	1	1%

**Jurisdiction:** Harford County

SENIOR CARE FY 2006 BUDGET (Cont.)

SENIOR CARE FUNDED CASE MANAGEMENT

Use the chart below to provide information on the number of staff positions for case management that are paid for with Senior Care funds.

<i>Senior Care Funded Case Management</i>			
Agency (AAA, DSS, Health Department, etc.)	Title of Position	Number of Cases Case Managed Per Month	% of Time Spent on Senior Care
OoA	Community Services Specialist	20	75%
OoA	Community Services Specialist	10	38%

CHANGES OVER LAST YEAR'S SUPPORT

For the staff financed with SENIOR CARE funds and that were donated in-kind, please state whether there is an increase, decrease, or no change in the amount or type of support that was provided in FY 2005.

VENDOR/INDIVIDUAL PROVIDER RATES:

Please provide the rates or range of rates for each service listed below:

Vendor Name	Personal Care Cost per hour	Chore Cost per hour	Respite Cost per hour	Adult Day Care Cost per Day	Transportation Cost per Trip	Emergency Response System Cost per month
Angelic Care	\$13.59	\$12.93	\$11.50	N/A	N/A	N/A
Help For You	\$13.59	\$12.93	\$11.50	N/A	N/A	\$40.95 Monthly
In Good Hands Nursing Services	\$13.59	\$12.93	\$11.50	N/A	N/A	N/A
Health Care at Home	\$13.59	\$12.93	\$11.50	N/A	N/A	N/A
Individual Providers	N/A	N/A	N/A	N/A	N/A	N/A
Upper Chesapeake St. Josephs	\$13.59	\$12.93	\$11.50	N/A	N/A	\$37.00 Monthly
On Q Nursing Service	\$13.59	\$12.93	\$11.50	N/A	N/A	N/A
Options for Senior America	\$13.59	\$12.93	\$11.50	N/A	N/A	N/A
Almost Family	N/A	N/A	N/A	\$64.66	N/A	N/A
Family & Childrens Services	N/A	N/A	N/A	\$64.66	N/A	N/A